



## **POLICY & PROCEDURE**

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**SECTION: MUNICIPAL GOVERNMENT**

**NO: MU-CO-01**

**REFERENCE: COUNCIL**

**Effective Date: July 28,  
2025**

**Next Review Date: July  
2027**

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**TITLE: CITY OF DRYDEN SCHOLARSHIP PROGRAM**

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### **1. 0 OBJECTIVES**

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- 1.1 It is the policy of The Corporation of The City of Dryden to award, annually, four (4) scholarships to provide assistance to graduating students of Dryden High School who are continuing their education at the post-secondary level in the fall of the applicable year.

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### **2. 0 CITY OF DRYDEN & WILLARD COMMUNITY SCHOLARSHIPS**

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- 2.1 The City of Dryden & Willard Community Scholarship was established and includes four (4) awards. The Willard name in the scholarship title is in recognition of the efforts of former Township of Barclay residents Sybil and Frank Willard. The four (4) scholarship awards are in the amount of \$ 1,250 each.
- 2.2 The recipients shall be residents of the City of Dryden.
- 2.3 One (1) of the \$ 1,250 recipients will be selected by the City of Dryden's Working Circle.

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### **3.0 APPLICATION PROCESS**

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- 3.1 Applications are available at Dryden High School and shall be completed by the eligible student and submitted to the City Clerk or designate by mail or electronically by the date established by Dryden High School.

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### **4.0 ELIGIBILITY**

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- 4.1 The City Clerk or their designate will review the applications and determine each applicant's eligibility based on the following criteria:
- a. The application is complete.
  - b. The applicant is graduating in the applicable year and attending a post-secondary institution in the fall of that same year.
  - c. The applicant meets the City of Dryden residency requirement.

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### **5.0 CITY OF DRYDEN SELECTION PROCESS**

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- 5.1 All applications shall be subject to review and evaluation by a Selection Committee, comprised of the Mayor, Deputy Mayor and the City Clerk or their designate, who shall forward a recommendation to Council for approval.
- 5.2 The City Clerk or their designate shall arrange for a meeting of the Selection Committee to review the eligible applications.
- 5.3 The City Clerk or their designate shall prepare each application by calculating each eligible applicant's academic achievement based on the average of the six (6) highest 12U level courses carried to two (2) decimal places and record the results on the application forms.
- 5.4 Prior to the meeting of the Selection Committee, the City Clerk or their designate shall email a list of the names of the applicants to the Mayor and Deputy Mayor to review and advise the Clerk or their designate of any conflict of interest. Should a conflict be declared, the member of Council who will be the next Deputy Mayor will be asked to serve on the Selection Committee in place of the member with the conflict of interest and will be provided with the list of applicants to ensure they have no conflict of interest.
- 5.5 Prior to the meeting of the Selection Committee, the City Clerk or their designate shall copy and distribute to the Selection Committee members each complete application.
- 5.6 The Selection Committee members shall review each application and bring the results of their evaluations to the meeting of the Selection Committee for final consideration.

This procedure is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

- 5.7 Consideration for the scholarship award will take into account the academic achievement, extra-curricular achievement, community involvement, and academic & professional plans for the future.
- 5.8 The Selection Committee shall forward the names of the recipients of the four (4) City of Dryden & Willard Community Scholarship awards (\$ 1,250) to the City Clerk or their designate to be forwarded to Council for approval by resolution. The decision of Council shall be final.

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## **6.0 WORKING CIRCLE SELECTION PROCESS**

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- 6.1 All applications shall be subject to review and evaluation by the Working Circle who shall forward a recommendation to Council for approval.
- 6.2 The City Clerk or their designate shall prepare each application by calculating each eligible applicant's academic achievement based on the average of the six (6) highest 12U level courses carried to two (2) decimal places and record the results on the application forms.
- 6.3 Prior to the meeting of the Working Circle, the City Clerk or their designate shall copy and distribute to the Working Circle each complete application.
- 6.4 Consideration for the scholarship award will take into account the academic achievement, extra-curricular achievement, community involvement, and academic & professional plans for the future.
- 6.5 The Working Circle shall forward the name of the recipient of the one (1) City of Dryden & Willard Community scholarship award (\$ 1,250) to the City Clerk or their designate to be forwarded to Council for approval by resolution. The decision of Council shall be final.

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## **7.0 AWARD OF SCHOLARSHIPS**

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- 7.1 Payment of the scholarships shall not be made until such time as confirmation is received, on the form provided to the recipient by Dryden High School, which shall prove that the recipient has registered in January for the second semester of their community college or university program.

<b>History</b>			
<b>Approval Date:</b>	April 5, 2004	<b>Approved by:</b>	Council Resolution
<b>Amendment Date:</b>	October 23, 2018	<b>Approved by:</b>	By-law 4582-2018
<b>Amendment Date:</b>	September 15, 2020	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>	November 22, 2021	<b>Approved by:</b>	By-law 2021-93
<b>Amendment Date:</b>	November 14, 2023	<b>Approved by:</b>	CAO
<b>Amendment Date:</b>	July 28, 2025	<b>Approved by:</b>	By-law 2025-46